

Meeting Ground Rules

The Anti-Chaos Guide to productive team meetings.

1

No Agenda. No Attending.

Every invite must include: Goals, Topics, and Required Prep.

2

Phones Face Down. (or Away)

Multi-Tasking is a myth that creates coordination chaos. If you're in the room, be in the room.

3

Lock the Next Steps.

No one leaves until "Who, does What, by When" is written down.

4

Start On Time. End Early

Respecting the clock is the simplest way to Bring Calm to the Chaos.

